

DEPARTMENT OF HEALTH AND
HUMAN SERVICES
Catalog of
ACQUISITION TRAINING PROGRAM
FY 1997 COURSE OFFERINGS



INTRODUCTION

This publication provides a listing of acquisition training courses currently offered by the Department of Health and Human Services. Most of these courses are mandatory for either procurement personnel or those serving as project officers for HHS contracts. For further information on mandatory training requirements refer to the following regulations.

**48 CFR Chapter 3, HHSAR Subpart 301.6 - Contracting
Authority**

and Responsibility

**48 CFR Chapter 3, HHSAR Subpart 304.71 - Review and
Approval**

of Proposed Contract Awards

**48 CFR Chapter 3, HHSAR Subpart 307.170 - Program Training
Requirements**

**General Administrative Manual Chapter 8-96 - Program Training
Requirements**

The information included herein was compiled from the needs assessment information provided by HHS components. Unless prior arrangements have been made to attend a course, employees are urged to contact the appropriate training coordinator identified in this publication to confirm the availability, dates and locations of courses prior to submitting formal training requests.

Due to limitations on space, locations of some Washington Metropolitan Area courses are subject to change.

Issued by

Terrence J. Tychan

Deputy Assistant Secretary for Grants and Acquisition Management

Marc R. Weisman

Director, Office of Acquisition Management

Gwendolyn J. Poteat

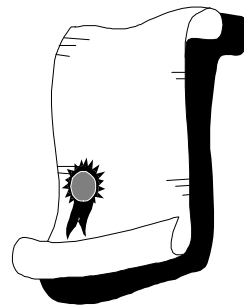
Manager, HHS Acquisition Training Program

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ADVANCED CONTRACT ADMINISTRATION I

(5 Days)



Advanced Contract Administration continues the principles developed in the basic course and identifies and discusses in much more significant detail several major problem areas encountered in administration of contracts. The extensive responsibilities of the contracting officer and actions which he or she may be required to take for effectively protecting the Government's interests are reviewed. Areas of coverage include the changes clause, claims and the disputes process.

DATE

November 04,-08, 1996

January 27,-31, 1997

April 14,-18, 1997

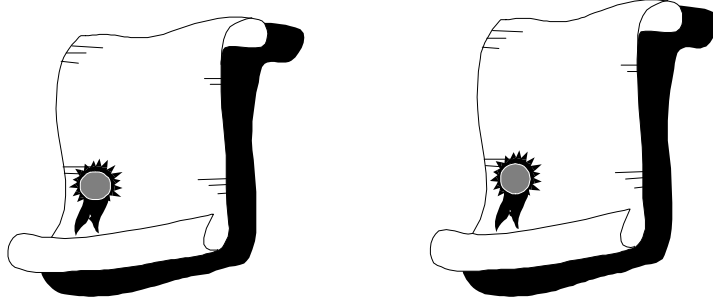
LOCATION

**Rockville, MD.
Parklawn Bldg.**

**Centers for Disease Control
Atlanta, GA.**

**Rockville, MD
Parklawn Bldg.**

ADVANCED CONTRACT ADMINISTRATION II (5 Days)



Advanced Contract II continues the principles developed in the basic course and identifies and discusses in much more significant detail several major areas encountered in administration of contracts. The legal rules involved in the issuance of stop work orders, Contractor's failure to perform, and Terminations for Convenience/Default are also covered.

DATE

October 28-November 01, 1996

December 02-06, 1996

March 31-April 04, 1997

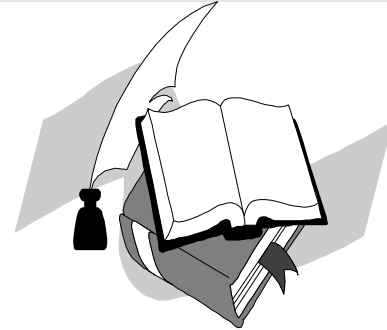
LOCATION

**Indian Health Service
Oklahoma City, OK.**

**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

ADVANCED CONTRACT LAW (5 Days)



This is a follow-up to the Basic Contract Law Course. This course deals with the decision making-process of Contracting Officers, Project Officers, Contract Specialist, Comptrollers, Lawyers, Judges and others involved in the contracting process. It is illustrated through a study of cases decided by the General Accounting Office, Boards of Contract Appeals, the U.S. Claims Court, U.S. District Courts, the U.S. Court of Appeals for the Federal Circuit and the Supreme Court of the United States. It is a study of the relationships between and among these various forums , as well as a study of their authority and the limits on their authority

DATE

November 18-22, 1996

February 24-28, 1997

LOCATION

**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

ADVANCED CONTRACTING BY NEGOTIATION (5 Days)



This is a follow-on to the basic contracting by negotiation course which provides in-depth analysis of a selected group of topics relevant to the negotiated acquisition process. Specific policies and procedures which can be utilized by functions are evaluated in detail. The course reiterates the use of planning as an effective means to reduce excessive end-of-year workload and emphasizes the need to accurately estimate anticipated actions early in the fiscal year. The importance of avoiding real or apparent organizational conflicts of interest is addressed. The advantages of delineating the trade-off between technical score and cost in the solicitation document are described. The relationship between fee awarded and complexity of effort or risk assumed by the contractor is discussed in a comprehensive manner.

DATE

October 21-25, 1996

December 02-06, 1996

April 07-11, 1996

LOCATION

**Rockville, MD.
Parklawn Bldg.**

**Centers for Disease Control
Atlanta, GA.**

**Rockville, MD.
Parklawn Bldg.**

ADVANCED COST & PRICE ANALYSIS (5 Days)



Skills in cost and price analysis are further developed and significant concepts affecting proposal evaluations (including cost/price realism in contracting) are discussed. The advantages of pricing by phases are described and methods of establishing price/goals in cost-reimbursement contracts are evaluated. Price/score formulas, best-buy analysis, and principles of sound contract pricing are explained in detail. The importance of analyzing actual cost experience in determining reliability of contractor cost estimating capabilities is emphasized. A discussion of OMB Circular A-76 and its impact of the acquisition process is also presented.

DATE

December 09-13, 1996

February 24-28, 1997

April 28-May 02, 1997

May 19-23, 1997

LOCATION

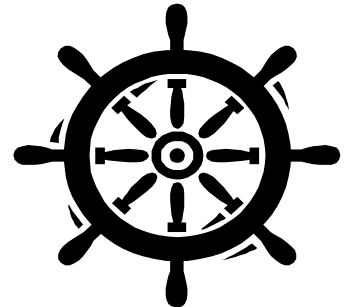
**Rockville, MD.
Parklawn Bldg.**

**Centers for Disease Control
Atlanta, GA.**

**Baltimore, MD.
Central Bldg.**

**Rockville, MD.
Parklawn Bldg.**

ADVANCED PROJECT OFFICER **(3 Days)**



The Advanced Project Officer Course is a seminar, oriented toward current acquisition problems and issues. It addresses areas of acquisition policy, regulations, and technical monitoring that are subject to debate, disagreement, misinterpretation or are recurring problems for program and/or contracting officers. The course is structured to create a dialogue between program and contracting personnel so as to generate an understanding and appreciation of their respective responsibilities and problems in implementing an acquisition.

DATE

October 21-23, 1996

November 18-20, 1996

December 02-04, 1996

December 09-11, 1996

January 13-15, 1997

February 03-05, 1997

February 10-12, 1997

March 3-5, 1997

LOCATION

**Rockville, MD.
Parklawn Bldg.**

**Baltimore, MD.
Central Bldg.**

**Rockville, MD.
Parklawn Bldg.**

**Centers for Disease Control
Atlanta, GA.**

**Rockville, MD.
Parklawn Bldg.**

**National Institutes of Health
Research Triangle Park, NC**

**Rockville, MD.
Parklawn Bldg.**

**Baltimore, MD.
Woodlawn Complex**

<u>DATE</u>	<u>LOCATION</u>
March 10-12, 1997	Rockville, MD. Parklawn Bldg.
April 14-16, 1997	Baltimore, MD. Woodlawn Complex
April 23-25, 1997	Rockville, MD. Parklawn Bldg.
June 09-11, 1997	Rockville, MD. Parklawn Bldg.
June 16-18, 1997	Center for Disease Control Atlanta, GA.
July 21-23, 1997	Rockville, MD. Parklawn Bldg.

ARTS & TECHNIQUES OF NEGOTIATION (5 Days)



Although the meaning of negotiation as a method of acquisition is reviewed, this five-day course moves directly into a thorough discussion of the bargaining process and reaching of an agreement between two parties. Conducting and documenting technical and business evaluations, preparations for discussions and development of appropriate strategies and tactics for actual face-to-face negotiations are enumerated. Considerations involved in negotiating specific areas of the bargaining table. The documentation and justification phase is fully explored and some important areas involving post-award negotiations are outlined. These include changes, terminations, disputes and claims. Debriefings are described and the effects of the Freedom of Information Act are analyzed.

DATE

January 27-31, 1997

March 10-14, 1997

May 19-23, 1997

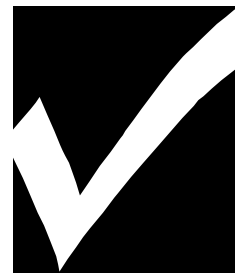
LOCATION

**Washington, D.C.
Hubert H. Humphrey Bldg.**

**Washington, D.C.
Hubert H. Humphrey Bldg.**

**Washington, D.C.
Hubert H. Humphrey Bldg.**

BASIC ACQUISITION (5 Days)



This course is intended to provide an introductory but comprehensive coverage to the subject of Federal acquisition. Particular emphasis is placed on the authority of the agency and contracting officer to carry out acquisition and the major methods by which this is accomplished. The basic techniques for obtaining competition and employing the marketplace for determining prices are clarified. The negotiated acquisition process is delineated including discussions of solicitation documents, proposal evaluations and source selection procedures. The broad area of social and economic policies including small business, labor surplus areas, minority business contracting and provisions of the Buy-American Act, are delineated.

DATE

October 07-11, 1996

November 04-08, 1996

November 18-22, 1996

January 07-11, 1997

March 10-14, 1997

LOCATION

**Rockville, MD.
Parklawn Bldg.**

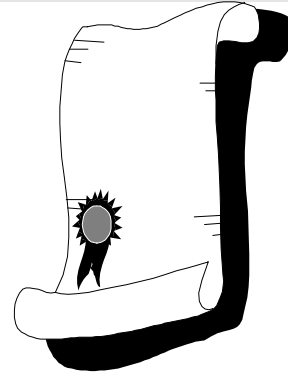
**Centers for Disease Control
Atlanta, GA.**

**Indian Health Services
Aberdeen, S.D.**

**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

BASIC CONTRACT ADMINISTRATION **(5 Days)**



This basic course provides an introduction to the objectives of contract administration and specifically addresses the issues of the impact of contract type and problem-solving techniques while outlining the major processes of contract administration. The major processes of contract administration, inspection and acceptance, warranties, funding and financial surveillance, subcontracting, Government property and closeout are explained through the use of appropriate examples, case studies and practical exercises.

DATES

December 02-06, 1996

December 09-13, 1996

April 21-25, 1997

June 09-13, 1997

LOCATION

**Rockville, MD.
Parklawn Bldg.**

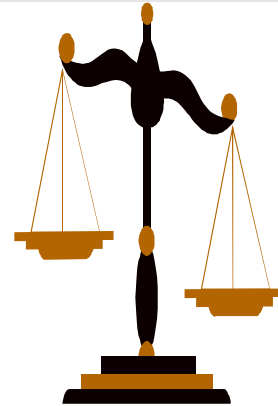
**Centers for Disease Control
Atlanta, GA.**

**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

BASIC CONTRACTING BY NEGOTIATION

(5 Days)



This course is designed to introduce the meaning of negotiated acquisition and its statutory basis. The need for advance acquisition planning, the format and content of the request for contract, the development of evaluation criteria and clearly stated technical requirements, handling unsolicited proposals, obtaining approvals and other necessary clearances, and preparing findings and determinations are reviewed and discussed. From the presolicitation phase, the course continues through the issuance of the Request for Proposals, receipt and evaluation of offers, and negotiation, and award of contracts. Cost or pricing data requirements and instructions to offerors, competitive range determinations, conduct of negotiations, debriefing and various aspects of contract modifications are discussed. In addition, emphasis is placed on treatment of other than full and open competition and the basic content of corresponding justification.

DATE

October 21-25, 1996

November 18-22, 1996

January 13-17, 1997

March 17-21, 1997

LOCATION

**Rockville, MD.
Parklawn Bldg.**

**Centers for Disease Control
Atlanta, GA.**

**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

BASIC COST & PRICE ANALYSIS (5 Days)



This basic course provides an explanation of contract pricing and the methods for achieving reasonable and realistic prices or estimating costs. The function of cost and price analysis as it fits into the acquisition framework is described. Requirements and exemptions for obtaining cost or pricing data are covered and the factors that influence the pricing approach and outcome are explained. The student is apprised of the entire acquisition process from a pricing perspective beginning with the identification of programmatic needs to contract award and administration. Price analysis techniques are demonstrated as are cost analysis approaches.

DATE

October 28-November 01, 1996

February 03-07, 1997

May 12-16, 1997

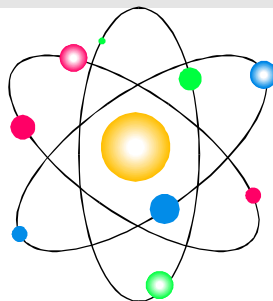
LOCATION

**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

BASIC PROJECT OFFICER-RESEARCH & DEVELOPMENT (4 Days)



This is a comprehensive survey-style course which provides the attendee with a thorough understanding of the Project Officer's responsibilities under the Peer Review Process used at the National Institutes of Health and Alcohol, Drug Abuse and Mental Health Administration. It discusses the authority of individuals involved in the acquisition process, what is required of the Project Officer in planning and developing the relationship to preparation of the statement of work. Included in the course is discussion of the Project Officer's responsibilities related to contract monitoring; personnel involved and their authority; tools and methods of monitoring; analysis of reports; changes to the contract examination of vouchers; inspection and acceptance; termination; final report; and the contract closeout.

DATES

October 07-10, 1996

November 18-21, 1996

January 13-16, 1997

April 07-10, 1997

LOCATION

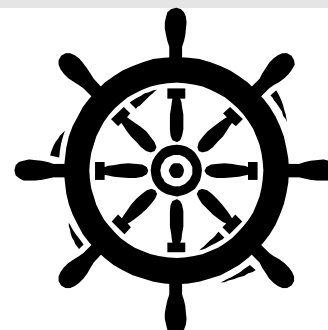
**Rockville, MD.
Parklawn Bldg.**

**National Institutes of Health
Research Triangle Park, NC**

**Rockville, MD.
Executive Plaza North**

**Rockville, MD.
Parklawn Bldg.**

BASIC PROJECT OFFICER- STANDARD (4 DAYS)



The Basic Project Officer's course is a comprehensive survey-style course which provides the attendee with a thorough understanding of the Project Officer's responsibilities within the acquisition cycle. It discusses the authority of individuals involved in the acquisition process, what is required of the Project Officer in planning and developing the requirement, and delves into contract types and their relationship to preparation of the statement of work. Included in the course is discussion of the Project Officer's responsibilities related to contract monitoring; personnel involved and their authority; tools and methods of monitoring; analysis of reports; changes to the contract examination of vouchers; inspection and acceptance; termination; final report; and the contract closeout.

DATE

LOCATION

October 01-04, 1996

**Baltimore, MD.
Woodlawn Complex**

October 07-10, 1996

**Centers for Disease Control
Atlanta, GA.**

October 07-10, 1996

**Indian Health Service
Billings, MO.**

October 07-10, 1996

**Indian Health Service
Nasville, Tenn.**

October 07-10, 1996

**Baltimore, MD
Woodlawn Complex**

<u>DATE</u>	<u>LOCATION</u>
October 15-18, 1996	Rockville, MD. Parklawn Bldg.
October 15-18, 1996	Indian Health Service Aberdeen, S.D.
October 21-24, 1996	Baltimore, MD. Central Bldg.
November 04-08, 1996	Indian Health Service Albuquerque, N.M.
November 18-21, 1996	Washington, D.C. Hubert H. Humphery Bldg.
November 18-21, 1996	Centers for Disease Control Atlanta, GA.
November 18-21, 1996	Rockville, MD. Parklawn Bldg.
December 02-05, 1996	Baltimore, MD. Woodlawn Complex
December 09-12, 1996	Rockville, MD. Parklawn Bldg.
December 09-12, 1996	Indian Health Service Phoenix, AZ.
January 07-10, 1997	Baltimore, MD. Central Bldg.
January 07-10, 1997	Rockville, MD. Parklawn Bldg.
January 13-16, 1997	Rockville, MD. Parklawn Bldg.
January 13-16, 1997	Centers for Disease Control Atlanta, GA.
January 27-30, 1997	Washington, D.C. Hubert H. Humphrey Bldg.

<u>DATE</u>	<u>LOCATION</u>
February 10-13, 1997	Rockville, MD. Parklawn Bldg.
February 24-27, 1997	Rockville, MD. Parklawn Bldg.
February 24-27, 1997	Atlanta, GA. Marietta Tower
March 03-06, 1997	Centers for Disease Control Atlanta, GA.
March 10-13, 1997	Rockville, MD. Parklawn Bldg.
March 17-20, 1997	Rockville, MD. Parklawn Bldg.
March 17-20, 1997	Dallas, TX. Main Tower Bldg.
March 31-April 03, 1997	Baltimore, MD. Woodlawn Bldg.
April 7-10, 1997	Rockville, MD. Parklawn Bldg.
April 14-17, 1997	Centers for Disease Control Atlanta, GA.
May 12-15, 1997	Washington, D.C. Hubert H. Humphrey Bldg.
May 19-22, 1997	Centers for Disease Control Atlanta, GA.
May 19-22, 1997	Rockville, MD. Parklawn Bldg.
June 09-12, 1997	Rockville, MD. Parklawn Bldg.
June 23-26, 1997	Baltimore, MD. Woodlawn Complex
July 14-17, 1997	Rockville, MD. Parklawn Bldg.

CONSTRUCTION CONTRACTING

(5 Days)



This course is designed to teach personnel engaged in the field of construction acquisition how to read blueprints/drawings, understand what constitutes restrictive specifications, use negotiations, and administer the contract including understanding of the applicable FAR Clauses and the Department of Labor regulations. There will be a review of surety actions, liquidated damages, preparing for and conducting pre-bid/pre-construction conferences, assembly/review of bid packages, the use of alternates in bid schedules, establishing progress schedules, method of payment, schedule of values, and various socioeconomic programs.

DATE

March 17-21, 1997

LOCATION

**Rockville, MD.
Parklawn Bldg.**

CONTRACT LAW (5 Days)



This five-day course is designed to instruct contracting officers, contract negotiators and administrators in the legal principles applicable to government contracts. The topics covered are illustrated by legal principles governing contracts which evolve from common law, statutes, regulations and court and board decisions.

DATE

November 04-08, 1996

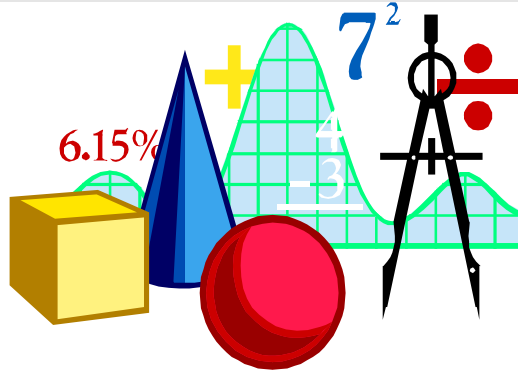
March 17-21, 1997

LOCATION

**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

COST ANALYSIS WORKSHOP (2 Days)



The workshop includes an element-by-element examination of the estimated and actual costs of contract performance. It covers how to use cost proposal audit reports, comparison of proposed cost to actual costs incurred previously for the same work, how to compare the last prior estimate for the same or similar item, appropriateness of allocations of specific overhead costs to the contract, etc.

DATE

November 14-15, 1996

December 05-06, 1996

February 18-19, 1997

March 13-14, 1997

May 19-20, 1997

LOCATION

**National Institutes of Health
Bethesda, MD.**

**Indian Health Service
Phoenix, AZ.**

**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

FASA (1 Day)



This course is designed to provide program managers and project officers with an overview of recent changes in the acquisition regulations. The seminar also provides information on the use of oral presentation of proposals.

DATE

October 11, 1996

November 12, 1996

November 12, 1996

November 13, 1996

November 13, 1996

November 15, 1996

November 22, 1996

November 22, 1996

December 05, 1996

December 06, 1996

LOCATION

**Centers for Disease Control
Atlanta, GA.**

**Baltimore, MD.
Woodlawn Complex**

**National Institutes of Health
Bethesda, MD.**

**National Institutes of Health
Bethesda, MD.**

**Baltimore, MD.
Central Bldg.**

**Rockville, MD.
Executive Plaza**

**Centers for Disease Control
Atlanta, GA.**

**Rockville, MD.
Executive Plaza**

**Rockville, MD.
Executive Plaza**

**Baltimore, MD.
Woodlawn Complex**

PERFORMANCE BASED SERVICE CONTRACTING (2 Days)



Seminar is designed to describe and explain the respective and complementary roles of contracting and program personnel in planning and placing performance-based services contracts. The seminar includes such things as: defining a performance work statement, performance analysis, quality assurance and control, contract administration, and converting existing statements of work to performance-based statements of work.

DATE

October 24-25, 1996

November 21-22, 1996

December 03-04, 1996

December 09-10, 1996

December 10-11, 1996

December 12-13, 1996

December 12-13, 1996

LOCATION

**Washington, D.C.
Hubert H. Humphrey Bldg.**

**Rockville, MD.
Parklawn Bldg.**

**Indian Health Service
Phoenix, AZ.**

**Rockville, MD.
Executive Plaza**

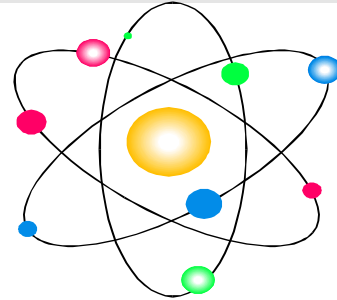
**Baltimore, MD.
Central Bldg.**

**Baltimore, MD.
Woodlawn Complex**

**Centers for Disease Control
Atlanta, GA.**

<u>DATE</u>	<u>LOCATION</u>
January 09-10, 1997	National Institutes of Health Bethesda, MD.
February 13-14, 1997	Rockville, MD. Parklawn Bldg.
April 03-04, 1997	Centers for Disease Control Atlanta, GA.
April 17-18, 1997	Baltimore, MD. Woodlawn Complex
April 24-25, 1997	Rockville, MD. Parklawn Bldg.

RESEARCH & DEVELOPMENT
CONTRACTING
(5 Days)



This course is designed to focus on Civilian Agency Research and Development Acquisitions from basic research emphasizing "state-of-the-art" acquisitions through applied research, demonstration projects, and development programs. The course will introduce the entire cycle of R&D acquisition from initiation of the requirement to completion of the contract.

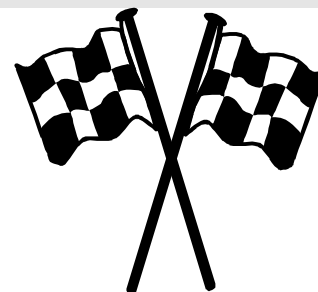
DATE

February 10-14, 1997

LOCATION

**Rockville, MD.
Parklawn Bldg.**

SEALED BIDDING (5 Days)



This course provides coverage of the basic principles of the sealed bidding method of acquisition. It describes the process involved and cites authoritative guidance and provisions of relevant statutes, regulations and decisions. Pitfalls to be avoided by the contracting officer and considerations to be taken into account for successful use of this method are delineated. Contract financing, minority and disadvantaged contracting and small business programs are described in detail. The final portion of the course deals with administration of contracts awarded under sealed bidding procedures.

DATE

October 28-November 01, 1996

October 28-Nov 01, 1996

January 13-17, 1997

April 28-May 02, 1997

LOCATION

**Rockville, MD.
Parklawn Bldg.**

**Centers for Disease Control
Atlanta, GA.**

**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

SIMPLIFIED ACQUISITION (ADVANCED) (5 Days)



This five day course is designed to instruct students in the more difficult areas of small purchases. Construction and ADP are covered in detail. Protests of awards, fraud & exclusion and debarment are covered. The course deals with quality assurance issues such as monitoring, Inspection and Acceptance, delays, and remedies. Cancellation of purchase orders, payment and closeout are covered.

DATE

October 28-November 01, 1996

October 28-November 01, 1996

November 18-22, 1996

December 02-06, 1996

January 13-17, 1997

January 27-31, 1997

March 10-14, 1997

May 05-09, 1997

LOCATION

**Indian Health Service
Billings, MO.**

**Indian Health Service
Gallup, N.M.**

**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

**Centers for Disease Control
Atlanta, Ga.**

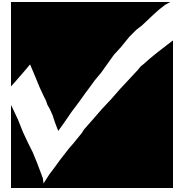
**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

<u>DATE</u>	<u>LOCATION</u>
June 16-20, 1997	Indian Health Service Rapid City, S.D. Black Hills Training Ctr.
June 16-20, 1997	Rockville, MD. Parklawn Bldg.

SIMPLIFIED ACQUISITION (BASIC) (5 Days)



This five-day course provides solid grounding in the law and regulations of government purchasing and familiarizes the purchasing agent with a broad spectrum of the techniques of procurement. The principles and policies involved in small purchases, including finding sources of supply, advising these sources of the agency's requirement, receipt and evaluation of quotations, conducting negotiations and preparing documentation are highlighted.

DATE

October 21-25, 1996

October 21-15, 1996

November 04-08, 1996

December 09-13, 1996

March 03-07, 1997

March 17-21, 1997

April 07-11, 1997

May 05-09, 1997

June 02-06, 1997

LOCATION

**Indian Health Service
Billings, MO.**

**Indian Health Service
Gallup, N.M.**

**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

**Indian Health Service
Aberdeen, S.D.**

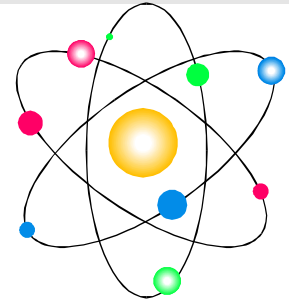
**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

WRITING STATEMENTS OF WORK-NON RESEARCH & DEVELOPMENT

(5 Days)



This course is designed to teach contracting and project personnel how to write, review and improve statements of work for studies, analysis, evaluations, management and professional support, and ADP requirements. Included is instruction on developing evaluation criteria and developing weights for evaluation criteria.

DATE

LOCATION

October 21-25, 1996

**Rockville, MD.
Parklawn Bldg.**

November 04-08, 1996

**Baltimore, MD.
Woodlawn Complex**

December 02-06, 1996

**Centers for Disease Control
Atlanta, GA.**

December 02-06, 1996

**Baltimore, MD.
Central Bldg.**

February 10-14, 1997

**Rockville, MD.
Parklawn Bldg.**

March 10-14, 1997

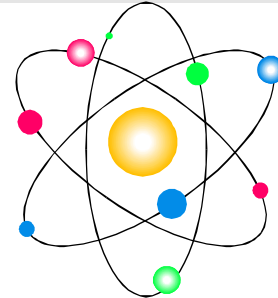
**Rockville, MD.
Parklawn Bldg.**

April 28-May 02, 1997

**Rockville, MD.
Parklawn Bldg.**

WRITING STATEMENTS OF WORK-RESEARCH & DEVELOPMENT

(5 Days)



This course is designed to teach contracting and project personnel how to write, review and improve statements of work for basic research, applied research or exploratory development and development requirements. Included is instruction on developing evaluation criteria and developing weights for evaluation criteria.

DATE

March 03-07, 1997

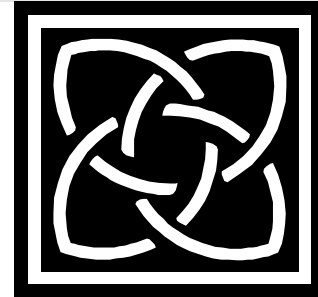
April 14-18, 1997

LOCATION

**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

WRITING STATEMENTS OF WORK-SUPPLIES & SERVICES (5 Days)



This course is designed to teach contracting and project personnel how to write, review and improve statements of work, specifications, and purchase descriptions for supplies and services. Included is instruction on developing evaluation criteria and developing weights for evaluation criteria.

DATE

October 21-25, 1996

October 28-November 01, 1996

November 18-22, 1996

December 02-06, 1996

January 27-31, 1997

March 17-21, 1997

April 07-11, 1997

May 19-23, 1997

LOCATION

**Centers for Disease Control
Atlanta, GA.**

**Baltimore, MD.
Central Bldg.**

**Rockville, MD.
Parklawn Bldg.**

**Indian Health Service
Albuquerque, N.M.**

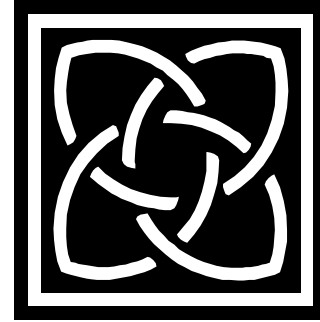
**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

**Indian Health Service
Aberdeen, S.D.**

WRITING STATEMENTS OF WORK-
SUPPLIES/SERVICES/CONSTRUCTION
(5 Days)



This is a one-week course to provide students with skills and knowledge needed to create statements of work for acquisitions of supplies, services and construction emphasizing simplified acquisitions under \$25,000.

DATE

February 24-28, 1997

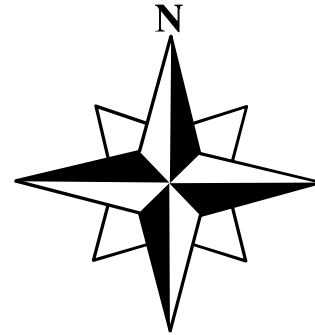
April 07-11, 1997

LOCATION

**Rockville, MD.
Parklawn Bldg.**

**Rockville, MD.
Parklawn Bldg.**

SELECTING THE APPROPRIATE COURSE



All courses unless otherwise indicated are open to all employees who meet the specified prerequisites for attendance. The Level III courses listed below are reserved for employees grade GS-11 and above who are in the GS-1102 series or who have been appointed as contracting officers in accordance with the Federal Acquisition Regulations Subpart 1-6; and who are Level II certified or have completed all of the basic level core or equivalent courses. It is important to take courses in the prescribed order since many of them build on the skills and knowledge acquired in prior courses. The prescribed order for Level I and Level II courses is listed below. Prerequisites for attendance at specific courses can be found in the DHHH Acquisition Training and Certification Program Handbook.

LEVEL I COURSES

**Simplified Acquisition-Basic
Simplified Acquisition-Adv**

LEVEL II COURSES

**Basic Acquisition
Sealed Bidding
Basic Contracting by Negotiation
Basic Cost and Price Analysis
Cost Analysis Workshop
Arts and Techniques of Negotiation
Basic Contract Administration**

LEVEL III COURSES

**Advanced Contracting by Negotiation
Advanced Cost & Price Analysis**

Contract Law
Advanced Contract Law
Advanced Contract Administration I
Advanced Contract Administration II
PROJECT OFFICER COURSES

Basic Project Officer-FIP Resources
Basic Project Officer-Research and Development
Basic Project Officer-Standard
Advanced Project Officer
Advanced Project Officer-FIP Resources

SPECIAL SUBJECT COURSES

Architect/Engineer Service Contracting
Construction Contracting
Performance Based Services Contracting
Research and Development Contracting
ADP Acquisition
Writing Statements of Work-Construction/Architect and Engineering Services
Writing Statements of Work-Non Research and Development
Writing Statements of Work-Research and Development
Writing Statements of Work-Supplies and Services
Writing Statements of Work-Supplies/Services and Construction

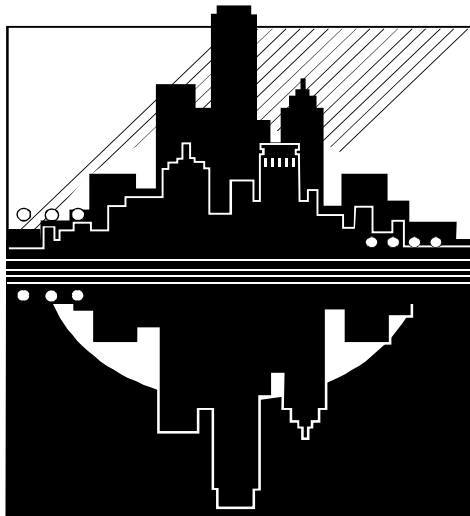
REGISTRATION



Employees must submit the appropriate written or electronic Training Nomination and Authorization form to the OPDIV/AGENCY personnel office. The fully executed vendor copy of the form must be received by your OPDIV/AGENCY Training Coordinator at least 30 days before the start of the course. Students whose names are not submitted to OS/OGAM/OAG by the OPDIV/AGENCY Training Coordinator will not be admitted to classes.

The courses listed in this catalog are accessible to the handicapped. Employees who would like to request accommodation should contact the training coordinator for their OPDIV, PHS Agency, STAFDIV or Regional Office at least 30 days prior to the start of a course.

ACQUISITION PROGRAM TRAINING COORDINATORS



OPDIV/AGENCY	PROCUREMENT TRAINING	PROJECT OFFICER TRAINING
OS	Pamela Bartelle HHH Bldg Room 443H 200 Independence Ave., SW Washington, DC 20201 (202)690-7565 Fax:(202)690-5698	SAME
PSC	Debbie Watkins Parklawn Bldg Room 5C-10 5600 Fishers Lane Rockville, MD 20857 (301)443-6557 Fax:(301)594-3703	SAME

OPDIV/AGENCY	PROCUREMENT TRAINING	PROJECT OFFICER
CDC	Edward Schultz Procurement and Grants Office 255 East Paces Ferry Rd. Room 300 Atlanta, GA 30305 4770 Buford Highway (404)842-6548 Fax: (404)842-6727	Shiela Harkleroad Human Resources Management Branch Mail-Stop K04 Atlanta, GA 30341 (770)488-1837 Fax:(770)488-1946
FDA	Jennifer Newell Park Bldg Room 3-35 12420 Parklawn Dr. Rockville, MD 20857 (301)443-6890 Fax:(301)443-3651	SAME
HRSA	Helene Braun Parklawn Bldg Room 13A-19 5600 Fishers Lane Rockville, MD 20857 (301)443-2750 Fax:(301)443-6038	SAME
IHS	Vickye Santiago Twinbrook Metro Plaza Suite 450A 12300 Twinbrook Pkwy. Rockville, MD 20857 (301)443-0326 Fax:(301)443-1329	SAME
NIH	Norma Harris 6100 Executive Blvd. Room 6A01 MSC 7540 Bethesda, MD 20892 (301)496-1783 Fax:(301)402-4246	SAME

OPDIV/AGENCY	PROCUREMENT TRAINING	PROJECT OFFICER TRAINING
SAMHSA	Sherry Preusch Parklawn Bldg. Room 14C-14 5600 Fishers Lane Rockville, MD 20857 (301)443-5030 Fax:(301)443-5866	SAME
ACF	Sylvia Turner Aerospace Bldg 4th Floor 370 L'Enfant Promenade., SW Washington, DC 20447 (202)401-5714 Fax:(202)401-4683	SAME
HCFA	Tony Emanuel Central Bldg. C-2-21-15 7500 Security Boulevard Baltimore, MD 21244-1850 (410)786-5134 Fax:(410)786-9088	SAME
SSA	Rose Thompson Annex Bldg Room 4400 6401 Security Blvd. Baltimore, MD 21235 (410)965-2418 Fax:(410)965-2496	SAME